

EMBASSY PARIS SPEAKERS' PROGRAM

Thank you for your interest in the U.S. Embassy Speakers' Program. This program is free of charge for host institutions. Final confirmation for a program will be given as soon as our budget is approved. Please submit your dates early enough to give us time for administrative formalities.

Please note that the speaker's schedule will be sent a few weeks before the program. Please complete the entire questionnaire and return it to our office no later than two weeks prior to the presentation. This program should be finalized and approved by the school administration.

If our office does not receive the completed questionnaire two weeks prior to the date of the presentation, we will assume that you are no longer interested in the U.S. Embassy Speakers' Program and will cancel the request.

To help us match you with the best possible speaker, please answer these questions in as much detail as possible. **All questions that are marked with * are compulsory:**

*Académie: --

*Name of Institution: --

***Proviseur's name, e-mail, and phone number:**

*Address of Institution: --

*Teacher's name: --

***Teacher's mobile:**

*School telephone number: --

*Email address: --

*Preferred topic/s for presentation: --
(pas de sujets trop techniques)

*Preferred date/s: --

Date one --

Date two --

Date three --

(Note: We have a certain number of Embassy Speakers Volunteers who are only available on Fridays, but you can apply for other days)

*Time of presentation (quelle est l'heure de votre cours?): --

(Our presentations last approximately one hour. We do not accept longer presentations.)

(Embassy Speakers cannot leave Paris before 9:00 a.m.)

*Round-trip train schedule: --

(Indiquez les horaires de train complets aller-retour avec les changements si il y en a en fonction de l'heure de votre cours)

*Full rate train price: --

(Indiquez le prix du voyage aller-retour pour nous permettre de prévoir notre budget)

**We expect someone to pick-up/drop the Speaker at the train station .*

(Please provide name and cell phone of person who will meet the guest speaker.): --

We would appreciate it if our speakers could have lunch with the English teacher at the school: --

*Format of presentation (lecture followed by questions and answers): --

*Would you like English or French during the presentation: --

*Information on expected audience: --

(Classe, âge approximatif des élèves)

*Number of people expected at presentation:--

(Un minimum de 20 élèves est demandé pour que nous puissions déplacer un conférencier).

*English language fluency (poor, fair, working knowledge, fluent): --

How many students have traveled to the U.S.? --

Other information (for example, have students studied or read about the U.S.): --

***Please note that we have to report every single presentation to our Washington offices two days after the program occurred. In order to document our Weekly Report, also called the MAT Report, we include two or three pictures showing the students listening to the U.S. Diplomat. We kindly ask teachers to consult with their students on this request beforehand and obtain their approval, as necessary, in advance of the event. The pictures will both be for ‘internal use’ and will be posted on the DOS (Department of State) internet website. Thanks for your cooperation.

Questionnaires are available on the Embassy Website:

<http://france.usembassy.gov>

Please email completed questionnaires to bornetvm@state.gov

Or send to: American Embassy Paris

Véronique Bornet, Education Specialist,

2 avenue Gabriel, 75382 Paris cedex 08, Tél.: 01 43 12 29 23

Thank you!